



OTE 86-6400

20 OCT 1986

MEMORANDUM FOR: Director of Personnel

VIA: Security Officer, OTE
Deputy Director for Administration
Employee Services Division, OP

STAT

FROM:
Director of Training and Education

STAT

SUBJECT: Memorandum of Oral Agreement -- For

1. The following individual has been retained under contract to provide instructional service in conjunction with the Author's Seminar to take place on 22 October 1986. The effective date of this contract is 22 October 1986, unless sooner terminated by actual notice to subject.

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2. This individual is to be paid under Project No. 75-4300 on a fee-per-task basis in the amount cited above on certification that the task has been successfully completed. Income taxes are not to be withheld, but Form 1099 is to be issued in conformance with Federal income reporting requirements.

3. No commitments other than those stated have been made to this individual.

STAT

STAT SUBJECT: Memorandum of Oral Agreement

CONCUR:

STAT

Deputy Director for Administration

28 OCT 1986

Date

APPROVED:

STAT

Director of Personnel

5 Nov 86
Date

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OTE/LDD/EDS cz (17 October 1986) OTE 86-6400